CITY OF KENT POSITION DESCRIPTION

Position Inventory Number: <u>PW550</u>			
Classification Specification: <u>ENGINEER IV/SUPERVISOR</u>			
Salary Range:NR 48 – Management Benefit Level C			
Position Description: Engineer IV/Supervisor			
Incumbent:			
Location: Public Works - Engineering/Design Section			

GENERAL PURPOSE:

Under the direction of the Design Engineering Manager, supervise Design Engineering staff in the design and preparation of project plans and specifications for streets, sanitary and storm sewers, water mains, and other municipal public works projects.

Work is characterized by supervisory and administrative functions in the performance of advanced-level, professional engineering duties involved in the preparation and review of designs, specifications, schedules, cost estimates, and construction plans for public works improvement projects. The incumbent is also required to coordinate communications with the Construction Section during construction. Duties include, but are not limited to, overseeing the review of streets, sanitary and storm sewers, water mains, and other civil municipal engineering projects; performing supervisor responsibilities in accordance with the City's policies, procedures, and applicable laws; and effectively communicating with the public, contractors, developers, City personnel, and other agencies.

Work is performed under limited supervision. The manager sets the overall objectives and resources available. The incumbent and the manager work together to develop deadlines, projects, and determine work to be completed. The incumbent is responsible for the work, plans and carries out the assignment, resolves most conflicts that arise, and interprets policies on own initiative in terms of established objectives. The incumbent keeps the manager informed of progress, potentially controversial matters, or far reaching implications. Work is reviewed in terms of feasibility, compatibility with other work, or effectiveness of results.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Oversee the review and design of streets, sanitary and storm sewers, water mains, and other civil municipal engineering projects in accordance with established standards of safety, efficiency, and cost effectiveness.

Perform supervisory responsibilities in accordance with the City's policies, procedures, and applicable laws. Responsibilities include, but are not limited to, assisting in interviews; making recommendations to hire and train employees; planning, assigning, directing, and evaluating work in progress and completed work; authorizing leave and hours worked; appraising subordinate work performance; recommending promotion and disciplinary

actions; addressing complaints; and resolving miscellaneous personnel issues.

Review project requirements, physical location, and other pertinent data; evaluate existing engineering drawings, maps, and survey data; determine appropriate materials and information required for design purposes.

Review quantity calculations, cost estimates, and engineer calculations for assigned projects; and review project schedules prepared by engineers.

Assure that project designs are in compliance with a variety of federal, state, and city laws, codes, ordinances, and regulations governing construction projects.

Review and approve project plans, specifications, and permits as needed; delineate project size, scope, limits, and intent; and review drafting work and related work assigned to Engineers.

Communicate and coordinate work with the engineers, engineering technicians, consultants, other agencies, and the public to exchange information, facilitate work processes, and resolve conflicts; communicate in person, in writing, and on the telephone with developers, contractors, property owners, City personnel, and other agencies to incorporate special requirements within City construction projects.

Review consultant's scope of work, contracts, reports, and plans.

Work with each engineer and engineering technician to establish and maintain cooperative working relationships with the public, utility companies, property owners, and engineering consultants; resolve concerns, issues, and complaints as necessary.

Review applications for funding programs and follow up documentation as required.

Communicate and coordinate with the Public Works Operations Utilities Section; evaluate impacts of existing utilities; and coordinate relocation/undergrounding of facilities when required.

Oversee engineers and engineering technicians in the preparation of calculations and rightof-way drawings involved in the acquisition of public rights-of-way and easements.

Oversee computations of excavation, embankment, and other quantities for the construction of projects; establish the appropriate grade and alignment of roadways and utilities.

Review and edit correspondence written by engineers or engineering technicians.

Oversee and direct duties related to the formation of local improvement districts (LID); review petitions and establish LID boundaries; review correspondence and preliminary and final assessment rolls.

Prepare information, requests, and recommendations concerning resolutions and ordinances; compile and review information and other materials for public hearings and city council meetings.

Attend bid openings, hearings, and other meetings concerning Public Works projects;

answer questions from contractors, bidders, developers, and the general public.

Make recommendations to the Design Engineering Manager regarding expenditures of public funds.

Oversee and review the preparation of Federal and State grant applications. Meet with grant agency personnel to determine funding availability, application requirements, etc.

Represent the City in technical advisory committees for other municipalities.

Become familiar with, follow, and actively support the City's mission, vision, values, and behavior statements.

PERIPHERAL DUTIES:

Perform related duties as assigned.

Act as the Design Engineering Manager in the manager's absence as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Principles, practices, methods, and standards of Civil Engineering
- Design, engineering, and construction of Public Works projects
- Advanced mathematics including calculus, trigonometry, geometry, and algebra
- Municipal Public Works construction techniques
- Municipal government policies, procedures, and structure; and applicable local, state, and federal laws, regulations, and ordinances
- Funding agency requirements and procedures
- Engineering research, analysis, and problem solving methods
- Technical aspects of field of specialty
- Trends, legislation, and other developments in the field of Civil Engineering
- Preparation of construction drawings and specifications
- Surveying principles and techniques
- Effective oral and written communication skills
- Correct usage of English grammar, spelling, punctuation, and vocabulary
- Modern office practices, procedures, and equipment including personal computers and related software such as CADD, word processing, and spreadsheet programs
- Local Improvement District formation procedures

SKILLED IN:

- Using methods, equipment, computer software, and materials in Civil Engineering design and drafting, including the use of computer-aided design and drafting equipment (CADD)
- Demonstrating interpersonal skills using tact, patience, and courtesy
- Communicating effectively both orally and in writing
- Preparing and delivering oral presentations
- Using proper telephone techniques and etiquette to assist a diverse assortment of individuals and inquiries
- Preparing business letters
- Analyzing, preparing, and reviewing technical engineering plans, drawings, specifications, and estimates

Maintaining records and preparing reports

ABILITY TO:

- Supervise, train, motivate, and provide work direction to others
- Design Public Works projects in accordance with budget limitations and established safety standards
- Design streets, storm and sanitary sewers, water mains, and other municipal engineering projects
- Make extensive mathematical and engineering computations accurately
- Read, review, understand, and interpret engineering plans, drawings, and specifications
- Prepare clear and concise project plans
- Establish and maintain cooperative and effective working relationships with others
- Analyze situations accurately and adopt an effective course of action
- Plan and organize work to meet schedules and timelines
- Read, analyze, and interpret technical journals, financial reports, operating and procedure manuals, general business periodicals, professional journals, government regulations, etc.
- Compose, proofread, and edit correspondence, project specifications, technical journals, engineering rules, and regulations
- Operate machines, tools, and equipment as described below
- Work independently with little direction
- Effectively present information and respond to questions from groups of managers, contractors, developers, engineers, and the general public
- Interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables
- Review and understand complex designs and interpret engineering plans
- Coordinate engineering projects and resolve conflicts with other agencies and organizations

EDUCATION AND EXPERIENCE REQUIRED:

Education: Bachelor's degree in Civil Engineering or related field; and

Experience: Eight (8) years of technical Civil Engineering design experience.

Or: In place of the above requirements, the incumbent may possess any combination of

relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities listed

above.

LICENSES AND OTHER REQUIREMENTS:

- Valid Washington State driver's license, or the ability to obtain within thirty (30) days of employment
- Professional Engineering License (Washington State)

MACHINES, TOOLS, AND EQUIPMENT USED:

Typical business and engineering office machinery and equipment including, but not limited to, personal computer, telephone, fax machine, copy machine, calculator, computer-aided drafting equipment, CADD software, blueprint machine, and printing and lettering machines.

The incumbent may be required to operate a City vehicle.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; talk; and hear. The employee frequently is required to sit for extended periods of time; and reach with hands and arms. The employee is occasionally required to type on a keyboard; stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

WORKING CONDITIONS:

SIGNATURES:

Work is performed in a typical engineering office environment, subject to driving to various locations within the City to inspect or review public improvement projects. While performing the duties of this job, the employee occasionally works in outdoor weather conditions; and may be exposed to individuals who are irate or hostile. The noise level in the office environment is usually moderate, while the noise level in the field may be loud.

Incumbent's Signature	Date	Supervisor's Signature	Date
Approval:			
Department Director/Designee	Date	Employee Services Director/Designee Date	

** Note: This document will be reviewed and updated annually at the time of the employee's

performance appraisal; when this position becomes vacant; or, if the duties of this

position are changed significantly.

Revised: 8/9/02; 5/3/07; 7/19/07